



**HEADQUARTERS  
CIVIL AIR PATROL NEW YORK WING  
UNITED STATES AIR FORCE AUXILIARY**  
817 STEWART AVENUE (REAR) GARDEN CITY NY 11530-4856  
(516) 222-9140 FAX (516) 222-9146  
E-MAIL: NYHQ@JUNO.COM



**NEW YORK WING POLICY LETTER 01-04  
ATTACH TO CAPR 35-5**

**03 APRIL 2001**

---

**WING POLICY CONCERNING PROMOTIONS TO MAJOR AND LIEUTENANT COLONEL**

Promotion to any grade in Civil Air Patrol is *NOT* an automatic process, and is reserved for those members meeting or exceeding the relevant training criteria as well as proficiently performing their assigned duties within their unit.

The promotion process requires the recommendation of commanders at certain echelons so that verification of all training requirements as well as time-in-grade can be accomplished. It is each commander's responsibility to ensure that only members that uphold the highest standards of the Civil Air Patrol are recognized by promotion.

Promotion to the grades of Major and Lieutenant Colonel are reserved for those members who exhibit, through example and deed, the highest levels of dedication and leadership within the organization as well as mastery of the performance of their duties.

Promotion to Lieutenant Colonel in particular shall be reserved primarily but not exclusively for New York Wing Staff personnel, including Group Commanders. Outstanding Deputy Group Commanders, senior Group Staff officers and Squadron Commanders will also be considered on a case-by-case basis. The recommendations of the Wing Promotion Board will be taken into account by the Wing Commander when making any such decisions.

Civil Air Patrol regulations specifically state that upon completing all training and time-in-grade requirements for a specific rank, an officer is merely *eligible* for promotion. There is no obligation on the part of Civil Air Patrol to automatically promote an individual just because he or she has "filled in the boxes" and met all the minimum stipulated requirements. Like Civil Air Patrol membership itself, promotion is a privilege, not a right, and automatically promoting members that the Promotion Board does not consider fit cheapens the distinction of rank. It appears to send the message that all one has to do to attain the rank of Lieutenant Colonel is to stay around long enough and take a few courses.

Each commander will recommend members in their unit for promotion as appropriate. Commanders will ensure that only active members who meet or exceed the requirements for promotion are recommended.

---

**DORIS HURLEY, Maj, CAP  
Director Of Administration**

  
**RICHARD A. GREENHUT, Col, CAP  
Commander**



Distribution: 2 NER, 1 ea. Group, 1 ea. Squadron

C:\My Documents\CAP Documents\CAP NY WG CORRESPONDENCE\NY WG POLICY LETTER 01-04.Doc

---

OPR: DP